



# FAIRFAX COUNTY

## DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES

Office of Site Development Services  
12055 Government Center Parkway, Suite 555  
Fairfax, Virginia 22035-5503

Telephone: (703) 324-1780 Fax: (703) 324-1847

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V I R G I N I A

April 10, 2002

02-04

**To:** All Architects, Builders, Developers, Engineers, and Surveyors Practicing in Fairfax County

**Subject:** Preparation of "Proposed Site Plan Use and Parking Tabulation Revision" Forms

Pursuant to Section 17-104 of the Zoning Ordinance, accessory service uses and changes in use to a use which has a greater parking requirement than the previous use requires the submission and approval of a parking tabulation. The Office of Site Development Services (OSDS) requires the parking tabulation to be provided on a form entitled "Proposed Site Plan Use and Parking Tabulation Revision" form. Issues have arisen recently concerning the completeness and accuracy of the information being provided on the forms received by OSDS. In some cases, these issues result in multiple submissions of the form and delays in obtaining permits. In order to assist applicants in avoiding such delays, information regarding items on the form that are frequently missing or incorrect is being provided in this letter. In addition, a training session on completing the form is scheduled (details are provided below).

When completing the parking tabulation form, please note the following:

- All applicable spaces on the form must be filled out completely; i.e. zoning, rezoning, special exception, and special permit numbers, proffer information, and the number of accessible parking spaces. The columns entitled "use", "code ratio determinant" and "resulting parking requirement" must be completed for *each* unit. Applicants are asked to make notations (e.g. N/A) on the form when items are not applicable.
- All street addresses must be shown in numerical order. Actual business names may be included above or under the addresses; however, the business name cannot be substituted for the address.
- The uses(s) shown in the third column must be in agreement with those found in Article 11 of the Fairfax County Zoning Ordinance. All individual uses within strip shopping centers and/or office buildings must be accounted for on the form.
- A registered engineer or surveyor must seal the form. In addition, the owner of record must sign the form. Corporate officers must include their title and the corporation's name. Association and condominium officials must do the same.

- All property owners must provide accessible parking with proper signage pursuant to the Fairfax County Public Facilities Manual (PFM) and the Virginia Uniform Statewide Building Code. The actual number of existing accessible parking spaces provided on the site must be shown on the form. Modifications to the site to comply with the minimum number of required accessible parking spaces must be completed before submission of the form. Please note that parking tabulations will not be approved until the required number of accessible spaces is physically located on the site, and proper signage is provided.
- Only the current, authorized version of the Proposed Site Plan Use and Parking Tabulation Revision form is to be submitted, and the format of the official form cannot be changed without the concurrence of the Office of Site Development Services.
- Relevant regulations may be found on the Fairfax County web site at:  
[www.fairfaxcounty.gov/dpwes/publications/pfm/pfm\\_main.htm](http://www.fairfaxcounty.gov/dpwes/publications/pfm/pfm_main.htm)  
[www.fairfaxcounty.gov/dpz/zoning\\_ordinance.htm](http://www.fairfaxcounty.gov/dpz/zoning_ordinance.htm)

As noted above, staff will be conducting a brief training session on completing the parking tabulation form for submission. The training session will be held on April 30, 2002, from 10:00 to 11:00 a.m. at 12055 Government Center Parkway, Fairfax, Virginia 22035-5502, in Room 106 of the Herrity Building. Sign-in will be from 9:30 to 10:00 a.m. The class is being offered free of charge. To register, please call the Department of Public Works and Environmental Services Training Center 703-324-1820. It is important to pre-register for this session to ensure adequate seating and training material for everyone who wishes to attend.

Sincerely,

***SIGNATURE ON ORIGINAL***

Michelle Brickner, Director

MB/jr

cc: Michael Congleton, Deputy Zoning Administrator, Zoning Permit Review Branch,  
Department of Planning and Zoning  
John Wesley White, Director, Department of Public Works and Environmental Services

**Note:** This form is a photo copy reduction for reference only. Full size copies are available at the Plan Control counter.

**PROPOSED SITE PLAN USE AND PARKING TABULATION REVISION**

**FEE: \$400.00**

Original Site Plan # \_\_\_\_\_ Engineer: \_\_\_\_\_ Tax Map # \_\_\_\_\_  
 Plan Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Zoning: \_\_\_\_\_ Rezoning Case #: \_\_\_\_\_

| ADDRESS   | List each floor (include basement) | SUITE # | USE (1) (2) (3) (4) | USE BY |           | SQ. FT. GROSS | SQ. FT. NET | # SEATS | # Doctors & Practitioners | # Repair Hays | Number of Employees | # Exam or Treatment Rooms | OTHER | Parking Rate (\$) | Total Parking Spaces Required for this Use |
|---|------------------------------------|---------|---------------------|--------|-----------|---------------|-------------|---------|---------------------------|---------------|---------------------|---------------------------|-------|-------------------|--|
|   |                                    |         |                     | PERMIT | EXEMPTION |               |             |         |                           |               |                     |                           |       |                   |  |
| REQUIRED TOTAL FOR ENTIRE SITE PLAN   |                                    |         |                     |        |           |               |             |         |                           |               |                     |                           |       |                   |  |
| Total Parking Spaces (excluding loading spaces) available and useable on the area covered by this site plan (6) |                                    |         |                     |        |           |               |             |         |                           |               |                     |                           |       |                   |  |
| Number of accessible spaces _____ and van accessible spaces _____ included per ADA Act.                         |                                    |         |                     |        |           |               |             |         |                           |               |                     |                           |       |                   |  |

(1) List proffered use Prohibitions or Limitations.  
 (2) In buildings where one floor has more than one use (medical offices, general office & retail, personal services) use a separate line for each use.  
 (3) Units which are vacant shall be included, the intended use shall be indicated and parking allocated.  
 (4) Developer should make an initial parking assignment for each unit on the site plan. If developer, condo., association or landlord wishes to make changes to assigned number of spaces after occupancies have begun, a site plan revision for reallocation of parking will be required. This form, when properly completed and certified, is intended to be such a site plan revision.  
 (5) If use is a Grandfathered use, it may be calculated at previous code parking rate if so identified and justification is submitted.  
 (6) Certification is taken to mean that the number of parking spaces shown as being provided are actually available on the site and useable (not occupied or blocked by dumpsters, air conditioners, incinerators, storage trailers, etc.) and that all uses on the site have been included in the above listing.  
 Certified Correct: (6) (Applicant) Engineer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Approval by \_\_\_\_\_ Date \_\_\_\_\_  
 Site Plan Owners, Landlords, Condominium Association - Concurrence with Tabulation  
 Print Name & Title \_\_\_\_\_  
 Number of copies required: One (1) original copy with Engineer's Seal and Signature, plus four (4) copies.  
 REVISED FORM (4/98) Submit to: Office of Site Development Services, Plan Control Section, 12055 Government Center Parkway, Suite 111, Fairfax, VA 22035-5503  
 Signature \_\_\_\_\_ Date \_\_\_\_\_